

**RESPECT ACHIEVEMENT
ACHIEVE RESPECT**



**APPLICATION FOR LEAVE OR ABSENCE FOR A SCHOOL PUPIL
FOR AN ANNUAL FAMILY HOLIDAY**

Important information for Parents/Carers

- * There is no automatic right to absence for a family holiday. Authorisation will depend on current attendance record
- * Requests for leave of absence should be sent to school **no less than** 6 weeks prior to the start of the holiday
- * Any requests for extended leave, i.e., more than 10 school days, will result in a discussion with the headteacher to look at options for ensuring continuity of education

I wish to apply for leave of absence from school to be granted to:

Name of child Class

Dates of proposed absence: From to

Reason for proposed absence:

.....
.....

Total days requested on this occasion

Total days taken previously this academic year

Signature of Parent / Carer: **Date:**

For School Use Only

Previous Holiday Checked?

Attendance

%

Authorised? Yes / No (Headteacher) Date:

Confirmation / reply to parent by letter / text/ email

Date:

N.B. REGULATION 12 OF SCHOOLS REGULATIONS 1981 States:

1. In pursuance of arrangements made by the Governing Body, an application by the parent, or other person having charge of a pupil, he/she may be granted leave of absence from school to enable him/her to go away on an annual family holiday.
2. Except in **exceptional circumstances**, a pupil shall not in pursuance of this Regulation be granted more than two weeks leave of absence per academic year.